

5. Attempt any **one** of the following :— (10×1=10)

(a) What are the salient features of the business correspondence ? What do you mean by D.O. Letter ?

(b) Discuss different parts (divisions) of a technical proposal. Discuss solicited proposal and unsolicited proposal.

6. Attempt any **one** of the following :— (10×1=10)

(a) What is the role of body language in making oral presentation effective ?

(b) Explain the significance of audio-visual aids in presentation. Focus upon the most popular nuances of delivery.

7. Attempt any **one** of the following :— (10×1=10)

(a) "Nature does what it does, not what we should wish." Critically examine the statement of Bertrand Russell.

(b) Do you agree with the idea that man is a part of nature ? Elaborate with reasons.

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EAS204

(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 9613 Roll No. 

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**B. Tech.**

(SEM. II) THEORY EXAMINATION 2011-12

**PROFESSIONAL COMMUNICATION**

Time : 3 Hours

Total Marks : 100

**Note** :— (i) Attempt *all* questions.

(ii) Be precise in your answers.

**SECTION—A**

1. Give the short answers of the following questions (50 to 75 words) :— (2×10=20)

(a) What do you mean by purpose of the technical writing ?

(b) Show your acquaintance with communication in peer group.

(c) Economy is one of the features of technical writing. Justify with examples.

(d) Explain with examples the importance of synonyms.

(e) Verbosity should be avoided in business correspondence. Do you agree ?

(f) What do you mean by dissertation ?

(g) Focus upon the significance of recommendations in a technical report.

- (h) Elucidate the difference between active listening and passive listening.
- (i) According to A.J. Bahm who is the mother of all sciences ?
- (j) What is a rose ? Answer the question in view of a literary artist. Name the author of the essay.

### SECTION—B

2. Attempt any **three** parts of the following (100—200 words) :— (10×3=30)
- (a) What are the various barriers to communication ? Explain.
  - (b) Give meaning of the following pairs of homophones and use them in your own sentences :
    - (i) Advise, Advice
    - (ii) Birth, Berth
    - (iii) Cereal, Serial
    - (iv) Fair, Fare
    - (v) Stair, Stare.
  - (c) Comment on the structure of a technical report. Show the difference between abstract and summary.
  - (d) Write short notes on the following :—
    - (i) Requisites of sentence construction with examples and explanation.
    - (ii) Various steps of the Art of Condensation.
  - (e) Bring out briefly how philosophy functions as a comprehensive science.

### SECTION—C

3. Attempt any **one** of the following :— (10×1=10)
- (a) Discuss the origin of technical writing. How could technical writing be distinguished from general writing ?
  - (b) What are basic elements of the process of communication ? Enlist the most important levels of communication.
4. Attempt any **one** of the following :— (10×1=10)
- (a) What are the requisites of an effective paragraph ? Pin-point the importance of topic sentence in a paragraph.
  - (b) Improve the following sentences :
    - (i) One should be very attentive to his duty.
    - (ii) If your mouth is dry he should take a lump of sugar.
    - (iii) He as well as his friends are intelligent.
    - (iv) Sitting on the gate a scorpion stung him.
    - (v) I saw two visitors were sitting in my room.
    - (vi) Mohan scored only ten runs.
    - (vii) She likes singing, dancing and to swim.
    - (viii) He was a jolly old fellow and he loves to eat.
    - (ix) A car came down the street decked with flowers.
    - (x) He is honest, courageous and has an optimistic turn of mind.